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Subj.
ADM-5.2

6 November 1964

MEMORANDUM FOR: OSI/Linda
OSA/Florence
OCS/Betty
ORD/Minnie
OEL/Jane
FMSAC/Rose
SAS/Virginia
COMOR/Terry
O/DD/S&T: Skip
Janet
Helen
Jackie
Yul
Muriel
Support: Peggy
Gena
Reva
Registry

Would you please instruct the secretaries in your office that the distribution of all memoranda or letters prepared for the signature or approval of DD/S&T should include one copy marked for DD/S&T chrono and two copies (one white tissue, one yellow tissue) marked for DD/S&T Registry.

Barbara/Tish

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